Scoping and Scheduling Successful Projects Training

Duration: **2 Day**

BILGINC IT Academy
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Learn the tools and techniques necessary to determine and deliver products, services, and results that meet requirements, expectations, and deadlines.

Accurately defining project scope sets the foundation for a successful project that accomplishes organizational needs. Research has shown that substandard requirements and scoping techniques often result in projects exceeding their planned budgets by as much as 200%. Additionally, generating a realistic schedule based on accurate resource and duration estimates troubles even the most the senior project managers. This course, based on PMI®'s PMBOK® Guide, Sixth Edition, provides participants with the tools and techniques to help them determine and deliver products, services, and results that meet requirements, expectations, and deadlines.

Who Should Attend?

Project managers, project team leads, and project team members (with or without a currently-active PMI certification) who want to gain a deeper understanding of and hands-on experience with project scope and schedule tools, techniques, and outputs, as documented in the PMBOK® Guide, Seventh Edition.

Prerequisites

To ensure that you benefit fully from this course, you should have experience managing, leading, or contributing to projects. A PMI project-management credential such as PMP® or CAPM® is recommended but not required.

What You Will Learn

Upon successful completion of the Scoping and Scheduling Successful Projects Training, you will be able to:

- Understand Project Scope Mgt. Processes and Key Outputs
- Requirements, Scope, and Negotiations
- The Scope Management Planning Process
- The Requirements Management Planning Process
- Monitor and Control processes

Training Outline

Lesson 1: Project Resource Management Overview

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- Human Resource Skills for the Project Manager (or Agile Coach)
- Conducting Icebreakers
- Project Resource Management Overview
- Project Resource Management Processes
- Project Management Competencies (3.4)
- Leadership: Politics, Power, and Getting Things Done (3.4)
- Comparison of Leadership and Management (3.4.5)
- Case Study Selection

Lesson 2: Planning Processes

- Plan Resource Management
    1. Create a Resource Management Plan
    2. Create a Team Charter
    3. Create a Project Organizational Chart
    4. Create a Roles and Responsibilities Chart
    5. Determine Staffing Particulars
    6. Create a Resource Histogram
- Estimate Activity Resources
    1. Create a Resource Breakdown Structure
    2. Estimate Activity Resources

Lesson 3: Executing Processes

- Acquire Resources
    1. Perform a Multi-Criteria Decision Analysis
    2. Acquire Contract Resources
    3. Optimize Virtual Teams
    4. Best Practices
    5. Social Identity Theory
    6. Virtual Teams and Social Identity Theory
    7. Team Building Activities for Virtual Teams
    8. Cultural Diversity
    9. Individualism and Communitarianism
    10. Perspectives of Time and Space
    11. Fate and Personal Responsibility
    12. Face and Saving Face
    13. Body Language
    14. Create Resource Calendars
- Develop Team
    1. Develop Project Team Overview
    2. Ground Rules
    3. Tuckman Ladder: Form, Storm, Norm, Perform, Adjourn
    4. Team Performance Assessment
    5. Team Building
    6. Team Building – Personality Profiles
    7. Collaborative Decision Making: Delphi, Majority and Plurality Decision Making
    8. Recognition and Rewards
    9. Expectancy Theory
    10. Maslow's Hierarchy Of Needs
    11. Operant Conditioning

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- Manage Team
    1. Performance Problems
    2. Counsel Performance Problems
    3. Challenging Stakeholders
    4. Stress Management
    5. Sources of Project Stress
    6. Stress Management Techniques
    7. Conflict Management and Resolution
    8. Views of Conflict
    9. Sources of Project Management Conflict
    10. Conflict Resolution Survey
    11. Conflict Resolution Techniques